

TAB

Accounting Branch

1. The present T/O strength is 12:

1 Chief, Accounting Branch	- GS 13
1 Assistant	- GS 12
1 Clerk	- GS 11
1 Clerk	- GS 9
3 Clerks	- GS 7
5 Clerks	- GS 5
<u>12</u>	

2. GENERAL

A check was made of each step in the operations of the Accounting Branch. Little or no corrective measures were recommended. The Technical Accounting Staff, Office of Comptroller, have been active in revamping procedures of the branch. As of 1 December 1954 a cut over to machine tabulating (IBM) of detailed expenditures by object and sub-object class was made. This has proven advantageous over the previous time consuming hand posting method. It has assisted materially in compiling various monthly reports. The end of the month delay (hold-up due to closing books and subsequent reports) in processing current vouchers has been shortened by a week or ten days. Although no further change over to machine accounting is contemplated at this time due to lack of volume, other procedural changes are under consideration.

3. CONCLUSIONS:

- a. The procedure operations of the Accounting Branch are running smoothly. The attitude of the branch supervision towards streamlining is progressive.
- b. The Branch is overstaffed by at least one (1) clerk for the following reasons:
 - (1) Continuous operation over long periods of time with only nine (9) or ten (10) personnel aboard.
 - (2) For seven months the position of deputy to the chief was not filled.
 - (3) Many man hours were saved by the cut-over to machine tabulation on part of the operation.
 - (4) Less handling of payment vouchers due to recent changes.

4. ACTION RECOMMENDED

A T/O cut from 12 to 11 positions.